



Child & Family Advocate

About Family Star

Family Star Montessori School has provided a transformative early childhood education for over 25 years. Just one of a handful of institutions across the country that is both a Montessori school and an Early Head Start/Head Start agency, Family Star fosters holistic programming to children and families.

Family Star's unique non-profit program operates from two locations in the heart of beautiful Denver, Colorado. Its Montessori program, aligned with the principles and practices of the Association Montessori Internationale, is committed to supporting children and families of all backgrounds and abilities in a language-rich, family-focused, economically diverse environment.

Family Star Employment Opportunities

Family Star is currently seeking to fill the position of **Child & Family Advocate** at our Northeast location. If you want to make a difference in the lives of some of Denver's most vulnerable population, Family Star is the place for you!

Major Responsibilities include, but are not limited to:

- Recruit families for our center-based programs.
- Collaborate with the School Director in the daily operation and provide focused support for family recruitment and enrollment for the center-based programs,
- Collaborate with home-based team in recruitment efforts.
- Create relationships among community partners for recruiting and maintaining a waitlist.
- Respectfully, courteously, and professionally support families as their child's first teachers and actively encourage and support family participation in program activities.
- Serve as link between families and community resources. Provide emergency, crisis intervention in areas of food, shelter, protection issues, etc.
- Case manage, identify resources and coordinate individual services to support and help families reach their goals.
- Document, track and maintain required records and reports.
- Participate in home visits as part of application/enrollment process or more often if needed.
- Participate as a member of the health team which may include administering medication and first aid, managing medical documentation for the children, and coordinating other health services needed.
- Participate in the continuous and creative process to meet individual and program goals through training and professional development.

Requirements:

- GED/High School diploma or higher.
- Minimum of 3 years' experience working in a professional office environment, with excellent written, oral communication and organizational skills.
- Experience with case management, confidentiality regulations, helping people access information and services.
- Must be motivated and able to work independently as well as part of a team.
- Must demonstrate a positive attitude with a commitment to customer service.
- Must have oral and written proficiency in the English language.

- Must be able to work the hours of the position based on the organization's needs.
- Must have continuous possession of a valid Colorado driver's license and auto insurance and reliable transportation.
- Must have current Infant/Child CPR, First Aid, Universal Precautions or they must be obtained within the initial review period.
- Must complete clearance of a background check, post-offer, and pre-employment physical.

Desired Qualifications/Skills/Licenses/Certifications:

- Bachelor's degree in Human Services, Social Work or a related field preferred.
- Fluent in Spanish
- Background and experience in marketing early childhood programs.
- Family and community engagement skills for recruiting families.
- Self- starter.
- Experience working in Early Head Start or Head Start.
- Experience working in a Montessori environment.
- 3 or more years working with children 0-6.

Physical Requirements:

- *This position requires the ability to perform the following job requirements, with or without reasonable accommodations:* driving/sitting a car; walking; standing; bending; typing; kneeling/sitting on the floor; rising from kneeling/sitting position; lifting and carrying children up to age 6 years of age; and raising arms above the head; independent thinking, and ability to meet time-sensitive deadlines.

Salary Range:

\$19.70 - \$21.00/hour

Employment Benefits

Family Star Montessori School offers competitive salaries commensurate with experience. We offer a matching retirement plan, professional development and tuition reimbursement opportunities.

How to Apply

Please contact the HR department at hr@familystar.net to discuss Family Star's opportunities and visit our website at www.familystar.net for more information about our school.